

Employment Authorization Requests

Requirements for First Time Applicants

- Original form I-765 and I-566, ensure that the US Mission address is used for question #3 of the I-765:
 - o US Mission, 799 UN Plaza, 13th Floor, New York, NY 10017
 - o Ensure that Part 6 of the I-566 is signed and certified by the office of the requesting government or organization.
 - o Forms **I-566** and **I-765** can be found at <http://www.uscis.gov/forms>
- One photocopy of government ID with validity (passport or visa copy)
- One copy of I-94 for applicant and principal found at: <https://i94.cbp.dhs.gov/i94/request.html> (include a copy of the back if not electronic)
- **Two** passport photos (with white background)
- **Bilateral Agreement Treaty:** For the most part when a Mission has a Bilateral agreement there is a treaty in place which allows for employment within the local US economy free of restriction.
- **De Facto Reciprocal Work Agreements:** (Applies to some Missions and all United Nations dependents) Letter of employment is required, be sure to Include an original on company letterhead and have it signed by the representative of the company.
 - If an applicant is considering **self-employment** a description should include:
Industry, Target Clientele, Experience (Include C.V.), Anticipated Salary, and Hours to be worked.
- Please keep in mind that individuals applying for employment authorization in the U.S. on a “G” visa are required to pay taxes on income earned. “G” visa holders are also considered by the IRS to be “nonresident aliens” for Federal tax purposes and as a result are authorized to use only either **IRS form 1040NR** or **IRS form 1040NR-EZ**.
- . In accordance with Diplomatic Note **HC-43-12**, dated March 23, 2013, it will be necessary to provide copies of federal and state income tax returns in order to renew any Employment Authorization Document.
- For **students up to the age of 23 and/or 25 for Countries that signed Bilateral Agreements signed before 1988**, please include an original letter from the registrar’s office or admissions office of the college or university on official letterhead, signed by the respective official, indicating full-time enrollment and the anticipated graduation date.

For **RENEWALS**, please include a copy of the current or expired Employment Authorization Card.

- In addition to the above, include the following:
 - o Please include copies of state and federal tax returns filed for the relevant employment authorization period. If payment was owed to either the IRS or relevant state, please include proof of payment in the form of cancelled checks or bank statements.
 - o For further guidance in filing nonresident tax returns please consult IRS Publication 519, “US Tax Guide for Aliens”, <http://www.irs.gov/pub/irs-pdf/p519.pdf>.